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Finding what works. Making it work for more people.

# 2016 Social Innovation Fund
# Pay For Success
# Orientation 4: The Review Process

# Training Objectives

➤ What are my responsibilities as a reviewer?

➤ Who else will I be working with?

➤ How do I prepare for the review?

➤ What is the review process?

# Reviewer Responsibilities

➢ Review and score applications against selection criteria and other considerations in the Notice

➢ Produce high quality assessments of the strengths and weaknesses of the applications

➢ Help inform decision makers on quality of applications to aid in their funding decisions

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# Type of Review

➢ Blended Review

  ➢ Panel of three reviewers: 2 federal staff and 1 CNCS staff reviewer

➢ Consensus Approach

  ➢ Each application receives 1 consensus assessment

➢ Timeline

  ➢ February 25th-March 10th noon ET

# Roles

- *Reviewer*
  - *Lead Reviewer*
- *Panel Coordinator (PC)*
- *GARP Liaison (GL)*
- *Program Officer Liaison (POL)-SIF Senior Program Officer, Jenni Stoff*

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# Terms

- *Application*
  - *SF 424 Narrative*
  - *Budget*
  - *Budget Narrative*
- *Individual Review Form (IRF)*
- *Panel Consensus Form (PCF)*
- *Panel Consensus Meeting*

# Review Preparation

Complete Required Orientations & Read NOFA

Receive Panel Assignment Email & Save Applications

Review Applications for COI

Participate in Panel Intro Call

Panel determines schedule of review

Lead Reviewer role assigned

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# Conducting the Review: Overview

**Read applications: Use IRF for initial assessments and comments**

**Panel Consensus Meeting: Discuss applications**

**Consensus reached: final ratings and comments captured in PCF**

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# Conducting the Review: PCF Development Process

Lead Reviewer captures consensus comments & final ratings in draft PCF. Shares with panel for any feedback.

After incorporating any panel feedback, Lead Reviewer will submit PCF to Panel Coordinator (PC).

PC reviews to ensure PCF addresses selection criteria. PC either offers feedback or accepts as final.

Lead Reviewer incorporates any PC feedback. If no further questions-submits final PCF to GL.

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# Tips for Producing High-Quality Review Forms

➢ Address only the Selection Criteria. Do not compare with other applications

➢ Address only the information within the application

➢ Use evaluative, grammatically correct language

➢ Comments and ratings should be aligned

➢ **Reference the Reviewer Tips: Writing Meaningful Comments & Sentence Starters on the reviewer website**

# Saving your PCFs

➤ Use naming convention:

- ➤ PCF.LegalApplicantName.Last four digits of application ID.LeadReviewerFirstNameInitialandLastName.Panel #
- ➤ Example:
- ➤ PCF.SunnyCorportation.8745.SCohn.4

# Next Steps

➢ Confirm participation in this orientation by emailing secret word to: [PeerReviewers@cns.gov](mailto:PeerReviewers@cns.gov)

➢ Continue to use Reviewer Resource Website:

➢ Timeline & Milestones

➢ When to Write a Clarification

➢ Complete all Orientations as either live training, recorded webinar, Audio Replay with Powerpoint